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SCHEDULE OF COURSES - 1962

OFFICE OF TRAINING

TR-SC-1

January 1962

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FOREWORD

The Schedule of Courses contains the program of instruction planned by the Office of Training for 1962. Information in the Schedule of Courses does not represent the full capabilities of the Office of Training since only formal courses given at headquarters and at the Domestic Training Station are included.

Courses are listed according to School, and inclusive dates are shown under the titles of the courses. In cases where course scheduling is flexible, the notation, "Scheduled on request", is given. Arrangements to schedule these courses are made directly with the Chief of the OTR School concerned.

During the early months of 1962, headquarters courses, except for language and area offerings, will be held in [redacted] 25X1A Alcott Hall, and in the R&S Building. The Admissions and Information Branch, Registrar Staff, OTR, will notify Training Officers of any relocation of courses from these sites to the Langley headquarters. AIB will also inform Training Officers of any changes in dates of courses.

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INDEX

	Page
Administrative Procedures	1
Anti-Communist Operations	6
Area Course	12
Budget and Finance Procedures	1
CIA Introduction	1
CIA Refresher	1
CIA Review	1
Clerical Induction	1
Clerical Orientation	2
Clerical Refresher	2
Communism - Introduction to	6
Communist Party Organization and Operations	6
Conference Techniques	2
Departmental Briefing	2
Dependents Briefing	2
Effective Speaking	2
Instructor Training	3
Intelligence Orientation - Phase I	3
Intelligence Refresher	3
Intelligence Research - Maps & Photo Interpretation	3
Intelligence Research - Techniques	3
Intelligence Review	3
Language Courses	7
Management	3
Management Conference	4
Non-clerical Basic Typewriting	4
25X1A [redacted]	4
	4
Special Supervision	4
Supervision	4
USSR - Basic Country Survey	6
Writing Workshops	5

Approved For Release 2000/06/05 : CIA-RDP78-03090A000500010002-3

Approved For Release 2000/06/05 : CIA-RDP78-03090A000500010002-3

Intelligence School

Clerical Orientation (Ft-18 hrs)

Scheduled each week

Clerical Refresher (Pt-20 to 30 hrs)

8 Jan	-	2 Feb	2 Jul	-	27 Jul
12 Feb	-	9 Mar	6 Aug	-	31 Aug
19 Mar	-	13 Apr	10 Sep	-	5 Oct
23 Apr	-	18 May	15 Oct	-	9 Nov
28 May	-	22 Jun	19 Nov	-	14 Dec

Conference Techniques (Pt-24 hrs)

29 Jan	-	7 Mar
23 Apr	-	4 Jun
22 Oct	-	28 Nov

Departmental Briefing (Pt-3 hrs)

27 Mar	25 Sep
29 May	27 Nov
24 Jul	

Dependents Briefing (Pt-6 hrs)

9 Jan	-	10 Jan	10 Jul	-	11 Jul
6 Feb	-	7 Feb	7 Aug	-	8 Aug
6 Mar	-	7 Mar	4 Sep	-	5 Sep
3 Apr	-	4 Apr	2 Oct	-	3 Oct
1 May	-	2 May	6 Nov	-	7 Nov
5 Jun	-	6 Jun	4 Dec	-	5 Dec

Effective Speaking (Pt-24 hrs)

12 Mar	-	18 Apr
10 Sep	-	17 Oct
3 Dec	-	23 Jan 63

Approved For Release 2000/06/05 : CIA-RDP78-03090A000500010002-3

Approved For Release 2000/06/05 : CIA-RDP78-03090A000500010002-3

Intelligence School

Administrative Procedures (Ft-120 hrs)

2 Jan - 19 Jan
12 Mar - 30 Mar
14 May - 1 Jun
30 Jul - 17 Aug
8 Oct - 26 Oct
3 Dec - 21 Dec

Budget and Finance Procedures (Ft-80 hrs)

8 Jan - 19 Jan
26 Feb - 9 Mar
7 May - 18 May
11 Jun - 22 Jun
20 Aug - 31 Aug
24 Sep - 5 Oct
3 Dec - 14 Dec

CIA Introduction (Pt-3 hrs)

Scheduled on request

CIA Refresher (Pt-2 hrs)

Scheduled on request

CIA Review (Pt-2 hrs)
(For overseas returnees)

9 Jan
13 Feb
13 Mar
10 Apr
8 May
12 Jun
10 Jul
14 Aug
11 Sep
9 Oct
13 Nov
11 Dec

Clerical Induction (Ft-40 hrs min.)

Scheduled each week

Approved For Release 2000/06/05 : CIA-RDP78-03090A000500010002-3

Approved For Release 2000/06/05 : CIA-RDP78-03090A000500010002-3

Intelligence School

Instructor Training (Ft or Pt)

Scheduled on request

Intelligence Orientation - Phase I (Ft-40 hrs)
(See Introduction to Communism - Phase II of IOC)

15 Jan - 19 Jan	11 Jun - 15 Jun
19 Mar - 23 Mar	6 Aug - 10 Aug
30 Apr - 4 May	17 Sep - 21 Sep
	5 Nov - 9 Nov

Intelligence Refresher

Scheduled on request

Intelligence Research - Maps & Photo Interpretation (Pt-50 hrs)

5 Mar - 6 Apr
8 Oct - 9 Nov

Intelligence Research - Techniques (Ft-160 hrs)

For OSI	For all offices
5 Feb - 9 Mar	30 Apr - 25 May
	10 Sep - 5 Oct

Intelligence Review (Ft-80 hrs)

9 Apr - 20 Apr
1 Oct - 12 Oct

Management (Pt-40 hrs)

GS 11-13	GS 14 and above
5 Feb - 16 Feb	8 Jan - 19 Jan
2 Apr - 13 Apr	14 May - 25 May
3 Dec - 14 Dec	10 Sep - 21 Sep

Approved For Release 2000/06/05 : CIA-RDP78-03090A000500010002-3

Intelligence School

Management Conference (Ft or Pt

Scheduled on request

Non-clerical Basic Typewriting (Pt-40 hrs)

Scheduled on request

[redacted]

25X1A

Special Supervision (Pt-40 hrs)

Scheduled on request

Supervision (Pt-40 hrs)

GS 5-9	GS 11-12
22 Jan - 2 Feb	19 Mar - 30 Mar
4 Jun - 15 Jun	23 Apr - 4 May
29 Oct - 9 Nov	24 Sep - 5 Oct

Approved For Release 2000/06/05 : CIA-RDP78-03090A000500010002-3

Language School

The actual number of weeks between the beginning and ending dates of a course does not in all cases correspond exactly to the stated length of the course. Extra weeks have been added to compensate for holidays and to obviate certain scheduling problems.

Instruction is listed as RSW (Reading, Speaking, and Writing), RW (Reading and Writing), and as R (Reading).

Arabic (Lebanese-Palestinian dialect)

Basic (Ft-1600 hrs)	RSW	40 wks	19 Feb 62 - 21 Dec 62 15 Oct 62 - 16 Aug 63

Arabic (Classical)

Basic (Pt-160 hrs)	R	40 wks	1 Oct 62 - 19 Jul 63
Workshop (Pt-60 hrs)	R	20 wks	1 Oct 62 - 1 Mar 63

Chinese

Basic (Ft-1600 hrs)	RSW	40 wks	10 Sep 62 - 12 Jul 63
Intermediate (Ft-1600 hrs)	RW	40 wks	10 Sep 62 - 12 Jul 63
Advanced (Ft-1600 hrs)	RW	40 wks	10 Sep 62 - 12 Jul 63

Chinese

Basic (Pt-120 hrs)	RW	3 phases	20 wks each:
		Ph II	26 Mar 62 - 10 Aug 62
		III	26 Mar 62 - 10 Aug 62
		I	10 Sep 62 - 8 Feb 63
		III	10 Sep 62 - 8 Feb 63
Intermediate (Pt-120 hrs)	RW	3 phases	20 wks each:
		Ph I	26 Mar 62 - 10 Aug 62
		I	10 Sep 62 - 8 Feb 63
		II	10 Sep 62 - 8 Feb 63

East European Languages
(Albanian, Bulgarian, Czech, Hungarian, Polish, Serbo-Croatian)

Workshop (Pt-60 hrs)	R	15 wks	5 Feb 62 - 18 May 62 1 Oct 62 - 25 Jan 63

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Language School

French

Basic (Ft-800 hrs)	RSW	20 wks	19 Mar 62 - 3 Aug 62 10 Sep 62 - 8 Feb 63
Intermediate (Ft-400 hrs)	RSW	10 wks	26 Feb 62 - 4 May 62 24 Sep 62 - 30 Nov 62

French

Basic (Pt) (Phase I & II-100 hrs) (Phase II-60 hrs)	RSW	3 phases Ph I II II III III I	10 wks each: 8 Jan 62 - 16 Mar 62 8 Jan 62 - 16 Mar 62 26 Mar 62 - 1 Jun 62 26 Mar 62 - 1 Jun 62 11 Jun 62 - 17 Aug 62 1 Oct 62 - 7 Dec 62
Intermediate (Pt-60 hrs)	RSW	2 phases Ph I I II	10 wks each: 11 Jun 62 - 17 Aug 62 1 Oct 62 - 7 Dec 62 1 Oct 62 - 7 Dec 62
Basic (Pt-60 hrs)	R	10 wks	26 Mar 62 - 1 Jun 62 1 Oct 62 - 7 Dec 62
Workshop (Pt-60 hrs)	R	10 wks	8 Jan 62 - 16 Mar 62 11 Jun 62 - 17 Aug 62

German

Basic (Ft-800 hrs)	RSW	20 wks	26 Mar 62 - 17 Aug 62 17 Sep 62 - 15 Feb 63
Intermediate (Ft-400 hrs)	RSW	10 wks	19 Mar 62 - 25 May 62 17 Sep 62 - 23 Nov 62

German

Basic (Pt-120 hrs)	RSW	2 phases Ph I II I II	20 wks each: 19 Mar 62 - 3 Aug 62 26 Mar 62 - 10 Aug 62 17 Sep 62 - 15 Feb 63 24 Sep 62 - 21 Feb 63

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Language School

German (cont.)

Intermediate (Pt-120 hrs)	RSW	2 phases	20 wks each:
		Ph I	26 Mar 62 - 10 Aug 62
		II	24 Sep 62 - 21 Feb 63

Italian

Basic (Pt)	RSW	3 phases	10 wks each:
(Phases I & II-100 hrs)		Ph I	1 Oct 62 - 7 Dec 62
(Phase III-60 hrs)		II	8 Jan 62 - 16 Mar 62
		III	26 Mar 62 - 1 Jun 62
Intermediate (Pt-60 hrs)	RSW	2 phases	10 wks each:
		Ph I	11 Jun 62 - 17 Aug 62
		II	1 Oct 62 - 7 Dec 62
Basic (Pt-60 hrs)	R	10 wks	26 Mar 62 - 1 Jun 62
			1 Oct 62 - 7 Dec 62
Workshop (Pt-60 hrs)	R	10 wks	11 Jun 62 - 17 Aug 62

Japanese

Basic (Pt-120 hrs)	RSW	3 phases	20 wks each:
		Ph I	26 Mar 62 - 10 Aug 62
		II	10 Sep 62 - 1 Feb 63
Intermediate (Pt-120 hrs)	RSW	3 phases	20 wks each:
		Ph I	26 Mar 62 - 10 Aug 62
		II	10 Sep 62 - 1 Feb 63

Persian

Basic (Ft-960 hrs)	RSW	24 wks	26 Mar 62 - 7 Sep 62
			17 Sep 62 - 15 Mar 63

Russian

Basic (Ft-1600 hrs)	RSW	40 wks	1 Oct 62 - 2 Aug 63
Intermediate (Ft-520 hrs)	RSW	13 wks	5 Feb 62 - 4 May 62
Advanced (Ft-520 hrs)	RSW	13 wks	1 Oct 62 - 18 Jan 63

Approved For Release 2000/06/05 : CIA-RDP78-03090A000500010002-3

Language School

Russian (cont.)

Familiarization (Pt-24 hrs)		12 wks	5 Feb 62 - 27 Apr 62 7 May 62 - 27 Jul 62 1 Oct 62 - 21 Dec 62
Basic (Pt-120 hrs)	RSW	3 phases	20 wks each
		Ph I	19 Mar 62 - 3 Aug 62
		II	19 Mar 62 - 3 Aug 62
		III	19 Mar 62 - 3 Aug 62
		I	1 Oct 62 - 1 Mar 63
		II	1 Oct 62 - 1 Mar 63
		III	1 Oct 62 - 1 Mar 63
Intermediate (Pt-120 hrs)	RSW	2 phases	20 wks each:
		Ph I	26 Mar 62 - 10 Aug 62
		II	1 Oct 62 - 1 Mar 63
Advanced (Pt-90 hrs)	RSW	2 phases	15 wks each:
		Ph II	12 Feb 62 - 25 May 62
		I	1 Oct 62 - 25 Jan 63
Intermediate Seminar (Pt-80 hrs)	RS	40 wks	1 Oct 62 - 2 Aug 63
Advanced Seminar (Pt-80 hrs)	RS	40 wks	1 Oct 62 - 2 Aug 63
Basic (Pt-90 hrs)	R	2 phases	15 wks each:
		Ph I	5 Feb 62 - 18 May 62
		II	5 Feb 62 - 18 May 62
		I	1 Oct 62 - 25 Jan 63
		II	1 Oct 62 - 25 Jan 63
Intermediate (Pt-90 hrs)	R	2 phases	15 wks each:
		Ph I	5 Feb 62 - 18 May 62
		II	1 Oct 62 - 25 Jan 63
Inter. Sci. & Tech. (Pt-90 hrs)	R	2 phases	15 wks each:
		Ph I	19 Feb 62 - 1 Jun 62
		II	18 Jun 62 - 28 Sep 62
		I	1 Oct 62 - 25 Jan 63

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Language School

Russian (cont.)

Inter. Econ. & Polit. (Pt-90 hrs)	R	2 phases Ph II I II	15 wks each: 19 Feb 62 - 1 Jun 62 18 Jun 62 - 28 Sep 62 1 Oct 62 - 25 Jan 63
Basic Special (Pt-200 hrs)	R	40 wks	1 Oct 62 - 2 Aug 63
Workshop (Pt-160 hrs)	R	40 wks	1 Oct 62 - 2 Aug 63
Inter. Interpreter (Pt-225 hrs)		15 wks	26 Feb 62 - 8 Jun 62 25 Jun 62 - 5 Oct 62 22 Oct 62 - 9 Feb 63
Advanced Interpreter (Pt-225 hrs)		15 wks	26 Feb 62 - 8 Jun 62 25 Jun 62 - 5 Oct 62 22 Oct 62 - 9 Feb 63
Inter. Refresher (Pt-45 hrs)	RSW	15 wks	19 Feb 62 - 1 Jun 62 18 Jun 62 - 28 Sep 62 15 Oct 62 - 2 Feb 63
Inter. Refresher (Pt-45 hrs)	R	15 wks	19 Feb 62 - 1 Jun 62 18 Jun 62 - 28 Sep 62 15 Oct 62 - 2 Feb 63

Spanish

Full-time Spanish Course will be offered upon request.

Spanish

Basic (Pt) (Phases I & II-100 hrs) (Phase III-60 hrs)	RSW	3 phases Ph I II II III III I	10 wks each: 26 Mar 62 - 1 Jun 62 8 Jan 62 - 16 Mar 62 11 Jun 62 - 17 Aug 62 26 Mar 62 - 1 Jun 62 1 Oct 62 - 7 Dec 62 1 Oct 62 - 7 Dec 62

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Language School

Spanish (cont.)

Intermediate (Pt-60 hrs)	RSW	2 phases	10 wks each:
		Ph I	11 Jun 62 - 17 Aug 62
		I	8 Jan 62 - 16 Mar 62
		I	1 Oct 62 - 7 Dec 62
		II	26 Mar 62 - 1 Jun 62
		II	1 Oct 62 - 7 Dec 62
Basic (Pt-60 hrs)	R	10 wks	26 Mar 62 - 1 Jun 62
			1 Oct 62 - 7 Dec 62
Workshop (Pt-60 hrs)	R	10 wks	11 Jun 62 - 17 Aug 62

VLTP Courses

Spring-Summer Semester: 5 Mar 62 - 27 Jul 62
Fall-Winter Semester: 10 Sep 62 - 15 Feb 63

Tutorial instruction can be arranged in the following languages:

Bulgarian, Czech, Greek, Hungarian, Polish, Romanian, Serbo-Croatian, Spanish, and Turkish.

Area School

Americans Abroad Orientation
Principles of Overseas Effectiveness

Consult Training Officer. These courses are arranged to meet specific needs.

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